



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**MAINTENANCE MECHANIC**  
(WASTEWATER)  
PUBLIC WORKS

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
Fax: (757) 926-1825

---

### **GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position is responsible for routine work in the installation, maintenance and repair of sewer and storm water pump stations. Reports to the Operations Superintendent.

There are two (2) levels of Maintenance Mechanic distinguished by the level of work performed and the qualifications of the employee.

### **ESSENTIAL JOB FUNCTIONS**

Assists with troubleshooting, performing and maintaining maintenance to pipes, pumps, valves, air compressors, gauges, pressurized piping systems, pump stations to including lubricating bearings, repairing drive shafts, replacing oil and mechanical seals, painting and cleaning stations and setting impeller clearances.

Assists with performing shielded metallic arc welding, wire welding and acetylene and oxygen burning; assists with welds and fabricates parts and tools.

Performs preventive maintenance at pump stations to include cleaning pump stations, changing bulbs, and maintaining the station and grounds.

Operates utility body trucks, portable by-pass pumps, valve and welding machines, drill presses, grinders and precision instruments such as calipers, feeler gauges and micrometers.

Performs other duties as assigned.

### **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

### **REQUIRED KNOWLEDGE**

- **Maintenance** – Knowledge of the methods, tools, and equipment used in the repair of structures, mechanical, hydraulic, pneumatic systems and process equipment to include procedures for diagnosing malfunctions as well as the operation and maintenance of assigned vehicles or equipment.

- Customer Service – Knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Safety – Some knowledge of current and accepted safety practices and principles to include federal and state safety regulations such as OSHA.

## **REQUIRED SKILLS**

- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees and the public.
- Judgment/Decision Making – Uses logic and reasoning to understand, analyze, and evaluate situations; anticipates, identifies and evaluates potentially dangerous, unusual or deviating situations.

## **REQUIRED ABILITIES**

- Engine Repair – Utilizes a variety of shop tools and equipment to perform routine repair work of equipment.
- Communication – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports and work orders.
- Time Management – Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

## **EDUCATION AND EXPERIENCE**

**Maintenance Mechanic I** – Requires a high school diploma and 1-2 years of related experience or an equivalent combination of education and experience.

**Maintenance Mechanic II** – Requires a high school diploma and 3-5 years of related experience or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

A valid driver's license with an acceptable driving record.

Requires satisfactory results from a pre-employment medical evaluation.

Must successfully complete the required National Incident Management System (NIMS) Incident Command System Certifications within one year of employment.

The job is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

Must provide and maintain a full set of hand tools and locking toolbox.

## **ENVIRONMENTAL HAZARDS**

May risk exposure to extreme noise levels, vibrations, fumes and noxious odors, traffic, and moving machinery.

## **PHYSICAL AND DEXTERITY REQUIREMENTS**

Requires medium to heavy work that involves walking or standing virtually all of the time and involves exerting between 20 and 50 pounds of force on a regular and recurring basis; considerable skill and adeptness in the use of the fingers, hands or limbs in tasks involving close tolerance or limits of accuracy.

## **SENSORY REQUIREMENTS**

This job requires normal visual acuity, and field of vision, color perception, hearing, and speaking.